Importing DMHRSi into EAS

Presenter: Mrs Catherine Soto

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MEPRS FUNDAMENTALS: PROCESSES AND IMPACT

OUTLINE

Section 1: Process to create EAS Interface File

- DoD Batch and Timecard Status Report
- DoD Employee Missing Payroll Data Report
- Distribute Labor Cost
- Assigned Personnel Report
- EAS Summary View Report

Section 2: EAS Interface File

Section 3: Importing DMHRSi Data to EAS

PURPOSE

The presentation is designed to address steps and major causes of discrepancies that can be observed and prevented before exporting DMHRSi data into EAS.

The goal is to highlight the steps required to import the DMHRSi data into EAS while implementing best practices to avoid data inaccuracy.

PROCESS TO CREATE EAS INTERFACE FILE

Section 1

DMHRSi Data

The DMHRS*i* system stores data on military, civilian, volunteer, and contractor personnel assigned to the Military Health Services (MHS) .

After timecards have been approved, personnel issues corrected, and discrepancies resolved the DMHRSi data is loaded into the EAS Interface file to be imported into EAS.

DMHRSi Data

Before generation of the EAS Create Interface File:

1. All employees' hours for the week and/or month must be submitted, approved, and imported into the Projects tables,
2. The Civilian pay files from DCPS must be received and loaded into DMHRS*i* biweekly and the payroll reconciliation process must be complete, and
3. All timecard costs must be cost distributed by running the PRC: Distribute Labor Costs concurrent program.

DMHRSi Processes Timeline

Run DoD Batch and Timecard Status Report & Distribute Labor Cost

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Run DoD Batch and Timecard Status Report & Distribute Labor Cost

PPE 12 FEB

PPE 12FEB Reconciliation 21FEB11

PPE 26 FEB

PPE 26FEB Reconciliation 7MAR11

PPE 12 MAR

PPE 12MAR Reconciliation 21MAR11

Run Missing Payroll Data

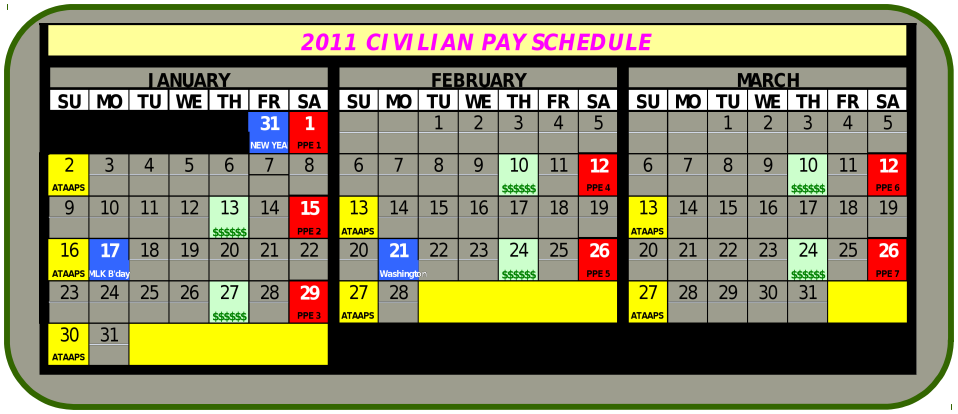
Run Missing Payroll Data

Run Missing Payroll Data

Validate Assigned Personnel Report & EAS Summary View Report

Create EAS Interface File

Load to EAS



2011 CIVILIAN PAY SCHEDULE

JANUARY						
SU	MO	TU	WE	TH	FR	SA
					31 NEW YEA	1 PPE 1
2 ATAAPS	3	4	5	6	7	8
9	10	11	12	13 $$$$$$	14	15 PPE 2
16 ATAAPS	17 MLK B'day	18	19	20	21	22
23	24	25	26	27 $$$$$$	28	29 PPE 3
30 ATAAPS	31					

FEBRUARY						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10 $$$$$$	11	12 PPE 4
13 ATAAPS	14	15	16	17	18	19
20	21 Washington	22	23	24 $$$$$$	25	26 PPE 5
27 ATAAPS	28					

MARCH						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10 $$$$$$	11	12 PPE 6
13 ATAAPS	14	15	16	17	18	19
20	21	22	23	24 $$$$$$	25	26 PPE 7
27 ATAAPS	28	29	30	31		

DoD Batch and Timecard Status Report

The **DoD and Batch Timecard Status Report** through DMHRS*i* allows you to:

1. Have the ability to export data from DMHRS*i,*
2. Select timecard data with Date Ranges, Organization Parent DMIS ID, Group Parent DMIS ID, and Group Name,
3. Have the ability to report off multiple pay periods,
4. Have the ability to include all Payrolls,

DoD Batch and Timecard Status Report
- Continue

The **DoD and Batch Timecard Status Report** through DMHRS*i* allows you to:

1. Report Dual Component Assignment Details,
2. Report Null or unsubmitted timecards,
3. Have the Ability to identify time reporting requirements,
4. Define the Assignment Category,
5. Identify who entered time for the employees and submitted the timecards

DoD Employee Missing Payroll Data Report

The **Missing Payroll Data Report** through DMHRS*i* allows the user:

1. To identify those timecards not yet submitted.
2. To run the report for all organizations within your facility or individual organizations.
3. To run a report for an individual Supervisor.
4. To run a report for an individual Employee.

Distribute Labor Cost

The Distribute Labor Cost application will calculate and apply costs to employee timecards that have been entered into the LCA module in DMHRSi.

The report will show:

1. All employee labor that has been successfully costed, and not costed employee labor.
2. Rows showing “Missing Cost rate” message must be carefully reviewed and resolved prior to creating the EAS Interface File.

Assigned Personnel Report

This workbook displays:

1. The Personnel Assignments and related information used when creating the Assigned FTE records for the EASIV output file.
2. The calculated Assigned FTE for employees that meet the criteria for assigned FTE calculation.

   Example: all employees with a duty indicator of “BRD” will not include an Assigned FTE value.

3. May include multiple assignments for an employee if the employee assignment was updated during the monthly reporting period.

Assigned Personnel Report -
Continue

Parent Dmis Id	Dmis Id	Uic	Asg Start Date	Asg End Date
Per Start Date	Per End Date	Attribute Category	User Person Type	Service
Organization	Timekeeper	Fcc	Supe	Contractor Type
Local National Type	Reserve Type	Foreign Military	Non Dod Civilian	Job
Skill Type	Skill Type Suffix	Personnel Category	SUOC	Source Of Funds
Country	Duty Indicator	Bsl	Suee	Assignment Status
Assigned FTE	Assignment Category			

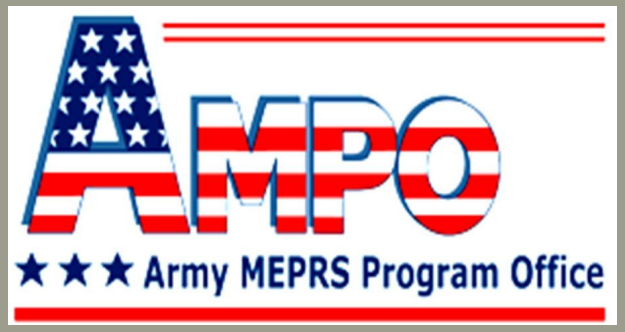
EAS Summary View Report

Use the EAS Summary View Report to validate:

1. That all dual component employees on the Assigned Personnel Report show in this reports as well,
2. All personnel data elements are correct,
3. That workload reported in matching the hours charged for the month, and
4. All available and non-available hours have been entered in the system.

EAS Summary View Report

Dmis Id	Month	Year	Parent Dmis Id	Supe (Service Unique Program Element)
Emp Assign Start Date	Emp Assign End Date	Emp Assign Organization Name	Emp Asg Uic	Emp Asg Org Dmis Id
Emp Asg Parent Dmis Id	Emp Asg Fcc	People Group Loaned Time Fcc	Pg Supe	Person Type Id
Grade	Contractor Type	Local National Type	Reserve Type	Foreign Military
Non Dod Civilian	Country	Skill Type	Skill Type Suffix	Commercial Act Reas
SUOC	Personnel Category	Task Number	Task Name	Task Uic
Task Service Type	Task Dmis Id	Task Fcc	Task Supe	Source Of Funds
Duty Indicator	Bsl	Suee	Avail Sal Exp SUM	Non Avail Sal Exp SUM
Available Fte SUM	Non Avail Sick Hosp Fte SUM	Non Avail Leave Fte SUM	Non Avail Oth Fte SUM	Avail Hours SUM
Non Avail Hosp Sick Hours SUM	Non Avail Leave Hours SUM	Non Avail Oth Hours SUM	Assignment Category	



EAS Interface file

Section 2:

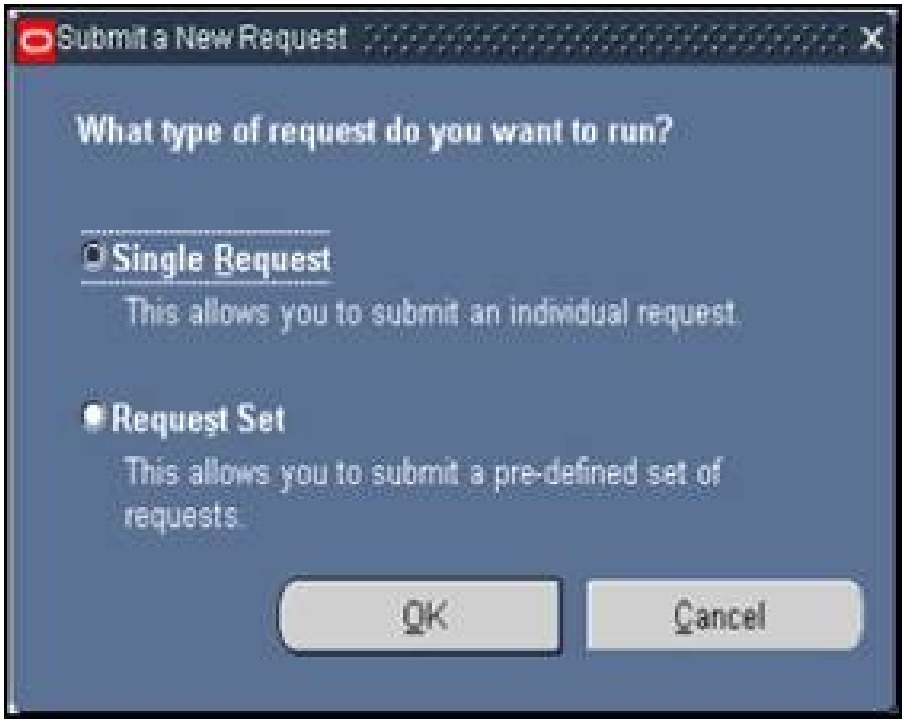
Create the EAS Interface File

Log into DMHRS*i* and select the Service specific LCA Specialist responsibility and Select the "Submit Process and Reports" option under the Process and Reports node to open the "**Submit a New Request**" form.

Create the EAS Interface File

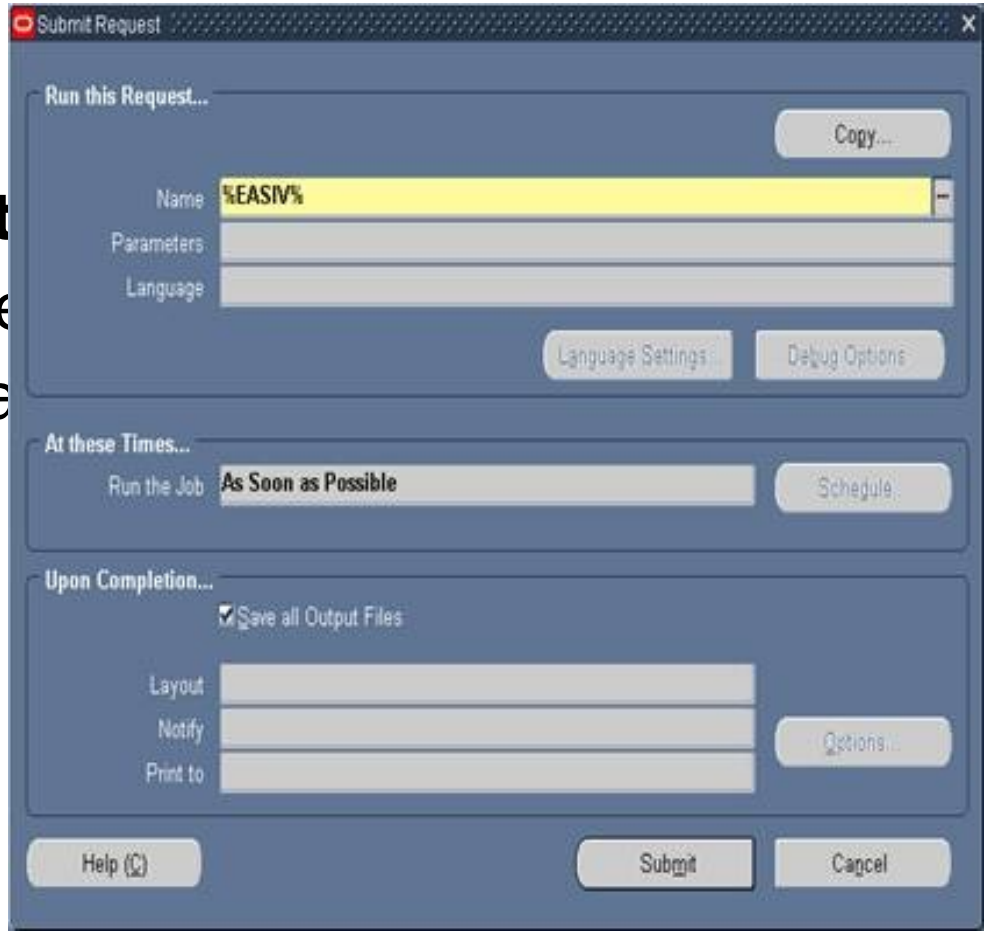
By default, the "Single Request" option is highlighted.

Click the "OK" button


Submit a New Request
What type of request do you want to run?
Single Request
This allows you to submit an individual request.
Request Set
This allows you to submit a pre-defined set of requests.
OK
Cancel

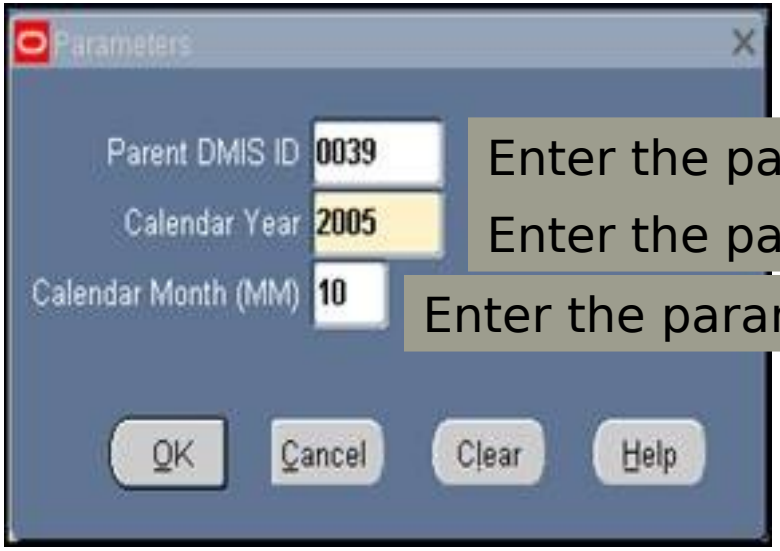
Create the EAS Interface File

The "**Submit Request** form is displayed. Unde “Name” type %EAS% a Press the [TAB] key.



Create the EAS Interface File

The "**Parameters**" form will open



Enter the parameter for the Parent DMIS

Enter the parameter for Calendar Year

Enter the parameter for Calendar Month

Create the EAS Interface File

Once the report shows as completed you are rea to click on “View Outpu and download it.

Refresh Data
Find Requests
Submit a New Request...
Request ID
Parent
Name
Phase
Status
Parameters
233127 DOD EASIV CREATE FILE Completed Normal 0039, 2004, 04
233125 DOD EASIV CREATE FILE Completed Normal 0039, 2004, 04
233124 DOD EASIV CREATE FILE Completed Normal 0039, 2004, 04
232076 Security List Maintenanc Completed Normal 2004/10/19 00:00:00, SINGLE_PROF
214421 Projected Gain Notificati Completed Normal NANCY.AIRFORCE, NANCY.AIRFOI
214251 Active Duty Assignment I Completed Normal NANCY.AIRFORCE, 65199, 244954,
Hold Request
View Details...
View Output
Cancel Request
Diagnostics
View Log...

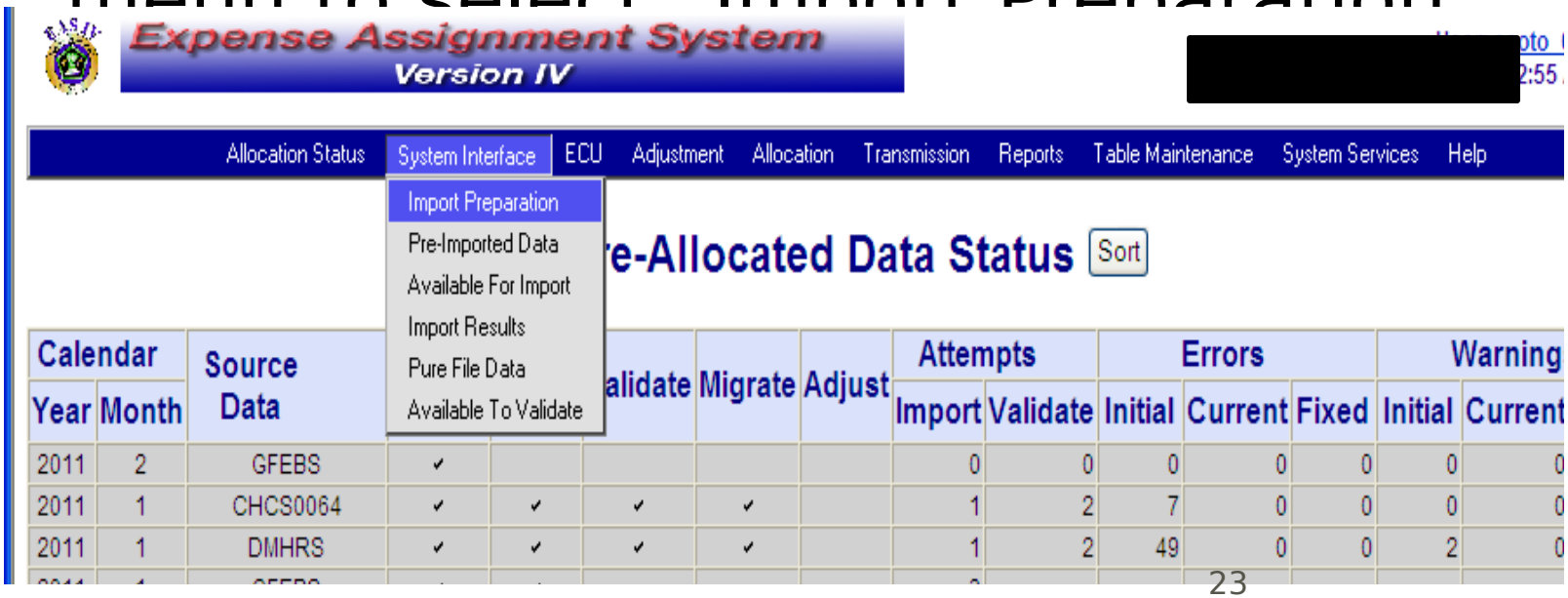
Importing DMHRSi File to EAS

Section 3

Importing DMHRSi Data to EAS

The steps to Import DMHRSi data into EAS are as follows:

1. Login to EAS
2. Browse over the "System Interface" menu to select "Import Preparation"



Importing DMHRSi Data to EAS -

Continue

3. Once Import Preparation window loads click on the "Browse" button to locate the EAS Interface File document in your computer
4. Click Upload

Importing DMHRSi Data to EAS

- Continue

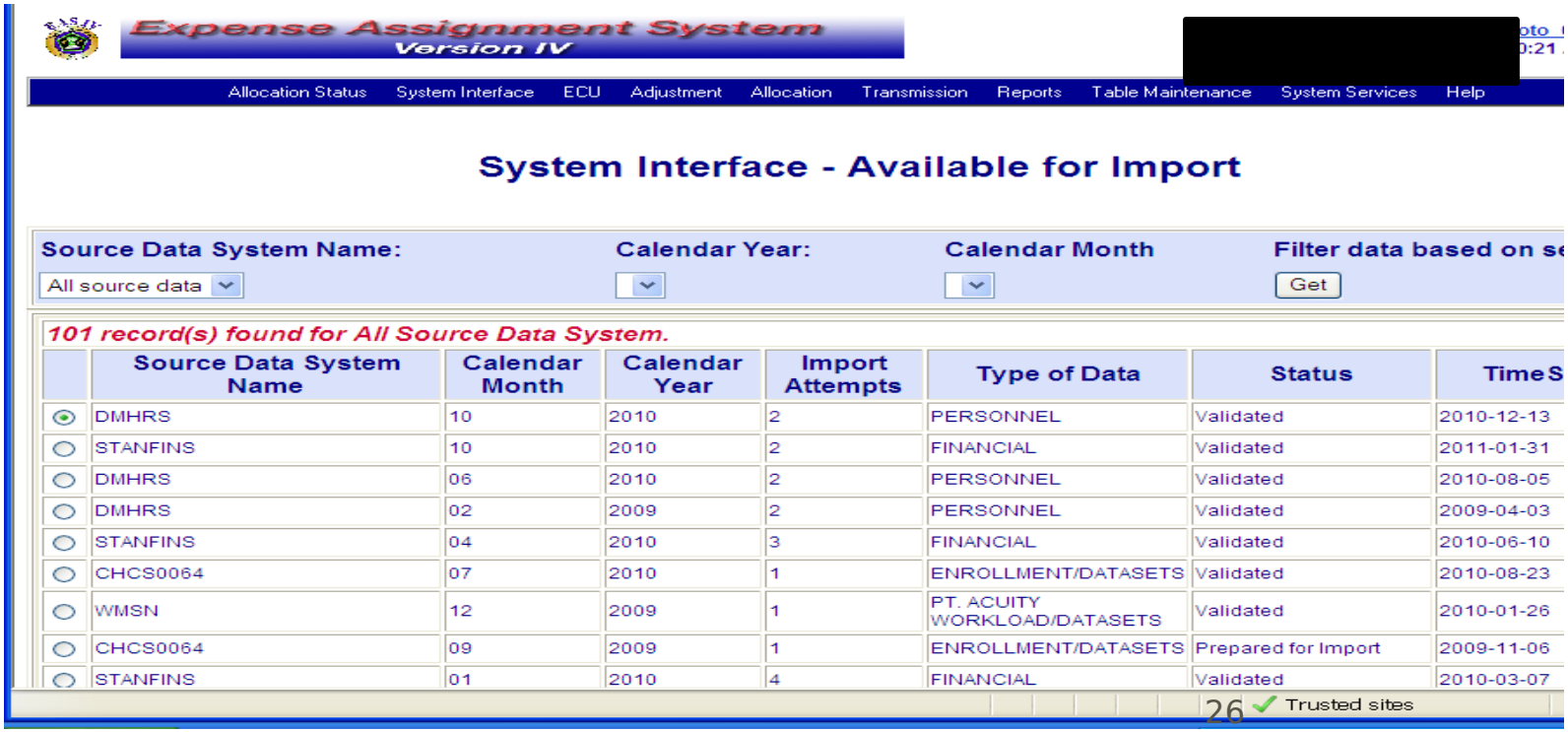
After uploading the file in EAS it should be ready for Import:

1. Browse over the "System Interface" one more time to select "Available for Import"
2. Once the Reports Table displays find the

Importing DMHRSi Data to EAS -

Continue

3. Select the file by clicking on the radial button
4. At the bottom of the screen click on the "Import" button



Questions